

# REAL ESTATE APPRAISER BOARD

## MINUTES OF MEETING

February 24, 2009

The Real Estate Appraiser Board met at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia. The following Board members were present:

Diane Quigley, Chair  
Douglas Mullins, Jr.  
Sandra Johnson  
Richard Pruitt  
Pat Turner, Jr.  
H. Glenn James  
Ryan A. Myers  
Betsy Critzer

Board members not present: Harry Lewis, Jr.

DPOR Staff present for all or part of the meeting included:

Jay DeBoer, Director  
Mark Courtney, Deputy Director  
Christine Martine, Executive Director  
Nick Christner, Deputy Director of Compliance and Investigations  
Kevin Hoeft, Board Administrator  
Sharon Sweet, Education and Exams Administrator  
Earlyne Perkins, Legal Analyst  
Emily Trent, Administrative Assistant

Elizabeth Peay from the Attorney General's office was present.

Chair Diane Quigley called the meeting to order at 10:00 AM.

### **Call to Order**

A motion was made by Mr. Myers and seconded by Ms. Johnson to approve the agenda. The motion passed unanimously. Members voting "Yes" were Myers, Mullins, Johnson, Critzer, James, Pruitt, Quigley and Turner.

### **Approval of Agenda**

A motion was made by Mr. Turner and seconded by Mr. Mullins to approve the following minutes: November 17, 2008, Electronic Portal Committee Meeting Report, November 18, 2008, Board Meeting with a correction to amend the Dawn Fuller to read Donna Fuller, and John Cycincion to read John Ciricione listed in Public Comment, December 12, 2008, Informal Fact-Finding Conference, December 16, 2008, Informal Fact-Finding Conference and January 13, 2009, Informal Fact-Finding Conference. The motion passed unanimously. Members voting "Yes" were Myers, Critzer, Mullins, Johnson, James, Pruitt, Quigley and Turner.

**Approval of Minutes**

Mark White addressed the Board concerning Broker Price Opinions. The Board agreed to form a committee on Broker Price Opinions. Diane Quigley and Pat Turned volunteered to co-chair the committee. Richard Pruitt and Betsy Critzer agreed to serve on the committee.

**Public Comment**

Alex Uminski addressed the Board concerning unlicensed appraisers, and unlicensed appraisal companies. No action was taken by the Board.

Jayne Allen addressed the Board concerning investigator training. No action was taken by the Board.

In the matter of **File Number 2009-02188, Robert Garrett**, the Board reviewed the investigative file, the transcript, and exhibits from the Informal Fact-Finding Conference, and the Summary of the Informal Fact-Finding Conference of the presiding officer. A motion was made by Mr. Turner and seconded by Mr. Myers to accept the proposed recommendation to deny Garrett's application to renew his Real Estate Appraiser Instructor Certification. The motion passed unanimously. Members voting "Yes" were Myers, Critzer, Mullins, Johnson, James, Pruitt, Quigley and Turner.

**File Number 2009-02188,  
Robert Garrett**

In the matter of **File Number 2009-01564, John Murdy**, the Board reviewed the record, which consisted of the application file, transcript and exhibits, and the Summary of the Informal Fact-Finding Conference of the presiding officer. Mr. Murdy was present and addressed the Board. A motion was made by Mr. Turner and seconded by Mr. James to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference and, after

**File Number 2009-01564,  
John Murdy**

consideration of the criteria contained in § 54.1-204.B of the Code of Virginia, approve Mr. Murdy's application for a Certified Residential Appraiser license. The motion passed unanimously. Members voting "Yes" were Myers, Critzer, Mullins, Johnson, James, Pruitt, Quigley and Turner.

In the matter of **File Number 2008-04847, Theresa Elder**, the Board reviewed the Consent Order as seen and agreed to by Ms. Elder. A motion was made by Mr. Pruitt and seconded by Mr. Mullins to accept the proposed Consent Order wherein Ms. Elder admits to a violation of 18 VAC 130-20-180.D (Count 1) of the Board's 2003 Regulations, a violation of 18 VAC 130-20-180.E (Count 2) of the Board's 2003 Regulations, and a violation of 18 VAC 130-20-180.K.1 (Count 3) of the Board's 2003 and agrees to a monetary penalty of \$300.00 for the violation contained in Count 1, \$300.00 for the violation contained in Count 2, \$300.00 for the violation contained in Count 3, as well as \$150.00 in Board costs, for a total of \$1,050.00. The motion passed unanimously. Members voting "Yes" were Myers, Critzer, Mullins, Johnson, Pruitt, Quigley and Turner.

**File Number 2008-04847,**  
**Theresa Elder**

As the Board member who reviewed the file, Mr. James did not participate in the discussion or vote on this matter.

In the matter of **File Number 2008-04328, Martin C. Cho**, the Board reviewed the investigative file, the transcript, and exhibits from the Informal Fact-Finding Conference, and the Summary of the Informal Fact-Finding Conference. A motion was made by Mr. Turner and seconded by Ms. Quigley to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference and find a violation of 18 VAC 130-20-180.K.1 (Count 1), of the Board's 2003 Regulations. The motion passed unanimously. Members voting "Yes" were Myers, Critzer, Johnson, Mullins, James, Quigley and Turner.

**File Number 2008-04328,**  
**Martin C. Cho**

A motion was made by Ms. Quigley and seconded by Ms. Critzer to Reject the recommendation contained in the Summary of the Informal Fact-Finding Conference, and instead impose a monetary penalty of \$600.00 for the violation contained in Count 1. In addition, the Board imposes the following sanctions: Probation of license until such time as the following course is completed. During the probation period, Cho will be required to complete a fifteen (15) classroom hour

USPAP course. The USPAP course shall not be completed on-line. Cho agrees to provide proof of attendance and successful completion within 180 days of the effective date of the Order. It is acknowledged that satisfactory completion of the above-referenced USPAP course will not count towards any continuing education requirements for renewal of license. The motion passed unanimously. Members voting "Yes" were Myers, Critzer, Johnson, Mullins, James, Quigley and Turner.

As the presiding Board member, Mr. Pruitt did not participate in the discussion or vote on this matter.

In the matter of **File Number 2007-03461, Sherry S. Kelly Ivey**, the Board reviewed the investigative file, the transcript, and exhibits from the Informal Fact-Finding Conference, and the Summary of the Informal Fact-Finding Conference. Sherry S. Kelly Ivey, Respondent, and Lawrence Marshall, Attorney for the Respondent, were present and addressed the Board. A motion was made by Mr. Turner and seconded by Mr. Mullins to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference and find a violation of 18 VAC 130-20-180.D (Count 1), of the Board's 2003 Regulations, a violation of 18 VAC 130-20-180.D (Count 2), of the Board's 2003 Regulations, no violation of 18 VAC 130-20-180.D (Count 3), of the Board's 2003 Regulations, a violation of 18 VAC 130-20-180.D (Count 4), of the Board's 2003 Regulations, a violation of 18 VAC 130-20-180.E (Count 5), of the Board's 2003 Regulations, and a violation of 18 VAC 130-20-180.E (Count 6), of the Board's 2003 Regulations. The motion passed unanimously. Members voting "Yes" were Myers, Critzer, James, Johnson, Mullins, Quigley, and Turner.

**File Number 2007-03461,**  
**Sherry S. Kelly Ivey**

A motion was made by Mr. James and seconded by Mr. Turner to reject the recommendation contained in the Summary of the Informal Fact-Finding Conference, and instead impose the following sanctions: A monetary penalty of \$350.00 for the violation contained in Count 1, \$350.00 for the violation contained in Count 2, \$350.00 for the violation contained in Count 4, \$350.00 for the violation contained in Count 5, \$350.00 for the violation contained in Count 6, for a total of \$1,750.00. The Board also imposes the following sanctions: [1] Probation of license until such time that Ivey submits to the Board four (4) appraisal reports, completed within the last three (3) months, for review for USPAP compliance.

If the four (4) appraisal reports are satisfactory to the Board then the Probation shall cease in this matter. [2] However, should the four (4) appraisal reports be deemed not acceptable to the Board, the following sanctions will be imposed: License suspension for a period of one (1) year. In addition, Ivey's license will be placed on probation for a period of two (2) years, in lieu of license suspension, based on Ivey's successful completion under the following terms: a) For the first six months of probation, Ivey shall be required to submit to the Board four (4) appraisal reports per month for review. If Ivey fails to timely submit the required reports or if any report fails to comply with USPAP, then Ivey's license shall be suspended; b) For the remaining 18 months, Ivey shall be required to submit to the Board four (4) appraisal reports per quarter. If Ivey fails to timely submit the required reports or if any report fails to comply with USPAP, then Ivey's license shall be suspended; (c) Ivey shall present evidence acceptable to the Board that she has successfully completed an upper level Residential Appraisal Course approved by the Appraisal Foundation or by the Board. Such course shall be a minimum of 30 classroom hours (no on-line courses) and shall not count towards any continuing education requirement needed for license renewal or reinstatement. If Ivey fails to present evidence demonstrating successful completion of the course within 90 days of the effective date of the order, then Ivey's license shall be suspended; and, (d) Ivey shall not violate any regulation of the Board during her probation. If the Board finds that Ivey has violated any regulation during her two (2) year probationary period, in addition to any other sanction the Board may impose for the new violation, Ivey's license shall be suspended as stated above based on this case. Further, the above mentioned terms of this Probation are to run concurrent with the probation recommended in case number 2007-04542. The motion passed unanimously. Members voting "Yes" were Myers, Critzer, Johnson, Mullins, James, Quigley and Turner.

As the presiding Board member, Mr. Pruitt did not participate in the discussion or vote on this matter.

In the matter of **File Number 2007-04542, Sherry S. Kelly Ivey**, the Board reviewed the investigative file, the transcript, and exhibits from the Informal Fact-Finding Conference, and the Summary of the Informal Fact-Finding Conference. Sherry S. Kelly Ivey, Respondent, and Lawrence Marshall, Attorney for the Respondent, were present and addressed the Board. A motion was made by Mr.

**File Number 2007-04542,**  
**Sherry S. Kelly Ivey**

Turner and seconded by Ms. Johnson to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference and find a violation of 18 VAC 130-20-180.D (Count 1), of the Board's 2003 Regulations, a violation of 18 VAC 130-20-180.D (Count 2), of the Board's 2003 Regulations, a violation of 18 VAC 130-20-180.D (Count 3), of the Board's 2003 Regulations, a violation of 18 VAC 130-20-180.D (Count 4), of the Board's 2003 Regulations, a violation of 18 VAC 130-20-180.E (Count 5), of the Board's 2003 Regulations, a violation of 18 VAC 130-20-180.E (Count 6), of the Board's 2003 Regulations, and a violation of 18 VAC 130-20-180.E (Count 7), of the Board's 2003 Regulations. The motion passed by majority vote. Members voting "Yes" were Myers, Critzer, James, Johnson, Mullins, Quigley, and Turner. Member voting "No" was Pruitt.

A motion was made by Mr. Turner and seconded by Mr. Mullins to reject the recommendation contained in the Summary of the Informal Fact-Finding Conference, and instead impose the following sanctions: A monetary penalty of \$175.00 for the violation contained in Count 1, \$175.00 for the violation contained in Count 2, \$175.00 for the violation contained in Count 3, \$175.00 for the violation contained in Count 4, \$175.00 for the violation contained in Count 5, \$175.00 for the violation contained in Count 6, \$175.00 for the violation contained in Count 7, for a total of \$1,225.00. The Board also imposes the following sanctions: [1] Probation of license until such time that Ivey submits to the Board four (4) appraisal reports, completed within the last three (3) months, for review for USPAP compliance. If the four (4) appraisal reports are satisfactory to the Board then the Probation shall cease in this matter. [2] However, should the four (4) appraisal reports be deemed not acceptable to the Board, the following sanctions will be imposed: License suspension for a period of one (1) year. In addition, Ivey's license will be placed on probation for a period of two (2) years, in lieu of license suspension, based on Ivey's successful completion under the following terms: a) For the first six months of probation, Ivey shall be required to submit to the Board four (4) appraisal reports per month for review. If Ivey fails to timely submit the required reports or if any report fails to comply with USPAP, then Ivey's license shall be suspended; b) For the remaining 18 months, Ivey shall be required to submit to the Board four (4) appraisal reports per quarter. If Ivey fails to timely submit the required reports or if any report fails to comply with USPAP, then Ivey's license

shall be suspended; (c) Ivey shall present evidence acceptable to the Board that she has successfully completed an upper level Residential Appraisal Course approved by the Appraisal Foundation or by the Board. Such course shall be a minimum of 30 classroom hours (no on-line courses) and shall not count towards any continuing education requirement needed for license renewal or reinstatement. If Ivey fails to present evidence demonstrating successful completion of the course within 90 days of the effective date of the order, then Ivey's license shall be suspended; and, (d) Ivey shall not violate any regulation of the Board during her probation. If the Board finds that Ivey has violated any regulation during her two (2) year probationary period, in addition to any other sanction the Board may impose for the new violation, Ivey's license shall be suspended as stated above based on this case. Further, the above mentioned terms of this Probation are to run concurrent with the probation recommended in case number 2007-03461. The motion passed unanimously. Members voting "Yes" were Myers, Critzer, Johnson, Mullins, James, Quigley, Pruitt and Turner.

In the matter of **File Number 2009-00556, James Manley Mattson**, the Board reviewed the Consent Order as seen and agreed to by Mr. Mattson. A motion was made by Ms. Quigley and seconded by Mr. Turner to reject the proposed Consent Order offer and extend a counter-offer to Mr. Mattson wherein Mr. Mattson admits to a violation of 18 VAC 130-20-180.E (Count 1) of the Board's 2003 Regulations, and agrees to a monetary penalty of \$2,000.00 for the violation contained in Count 1, as well as \$150.00 in Board costs for a total of \$2,150.00. In addition, for the violation of Count 1, Mattson agrees to complete an upper level Residential Appraisal Course. Such course shall be offered by a member provider of the Appraisal Foundation or from one approved by the Board. Such course shall be a minimum of 30 classroom hours and shall not be completed on-line. Upon successful completion of the course, Mattson shall provide the Board with proof of passing the exam within 180 days of the effective date of the Order. It is acknowledged that satisfactory completion of the above-referenced education courses will not count towards any continuing education requirements for renewal of license or education to upgrade a license. If Mr. Mattson does not accept the counteroffer within 10 days, the case will proceed to an Informal Fact-Finding Conference. The motion passed unanimously. Members voting "Yes" were Myers, Critzer, Mullins, Johnson, James, Quigley and Turner.

**File Number 2009-00556,**  
**James Manley Mattson**

As the Board member who reviewed the file, Mr. Pruitt did not participate in the discussion or vote on this matter.

In the matter of **File Number 2008-00389, Vicky Anh Trang**, the Board reviewed the Consent Order as seen and agreed to by Ms. Trang. A motion was made by Mr. Mullins and seconded by Mr. Pruitt to accept the proposed Consent Order wherein Ms. Trang admits to (2 *violations*) of 18 VAC 130-20-180.D (Count 1) of the Board's 2003 Regulations, (2 *violations*) of 18 VAC 130-20-180.D (Count 2) of the Board's 2003 Regulations, a violation of 18 VAC 130-20-180.E (Count 3) of the Board's 2003 Regulations, (4 *violations*) of 18 VAC 130-20-180.D (Count 4) of the Board's 2003 Regulations, (4 *violations*) of 18 VAC 130-20-180.D (Count 5) of the Board's 2003 Regulations, and (4 *violations*) of 18 VAC 130-20-180.D of the Board's 2003 Regulations, and agrees to a monetary penalty of \$625.00 for each violation contained in Count 1, \$350.00 for each violation contained in Count 2, \$250.00 for the violation contained in Count 3, \$312.50 for each violation contained in Count 4, \$225.00 for each violation contained in Count 5, \$312.50 for each violation contained in Count 6, as well as \$150.00 in Board costs, for a total of \$5,750.00. In addition, for the violation of Counts 1-6, Trang agrees to a 12 month suspension of her license. Further, Trang is required to take an upper level Residential Appraisal Course. Such course shall be offered by a member provider of the Appraisal Foundation or from one approved by the Board. Such course shall be a minimum of 60 classroom hours and shall not be completed on-line. Upon successful completion of the course, Trang shall provide the Board with proof of passing the exam within 180 days of the execution of the Order. It is acknowledged that satisfactory completion of the above-referenced course will not count towards any continuing education requirements for renewal of license. The motion passed unanimously. Members voting "Yes" were Myers, Critzer, Pruitt, Mullins, Johnson, James and Quigley.

As the Board member who reviewed the file, Mr. Turner did not participate in the discussion or vote on this matter.

Ms. Quigley turned the position of Chair over to Mr. Mullins.

In the matter of **File Number 2008-03090, Stephen Mathew Smith**, the Board reviewed the Consent Order as seen and agreed to by Mr.

**File Number 2008-00389,**  
**Vicky Anh Trang**

**Transfer of Chair**

**File Number 2008-03090,**  
**Stephen Mathew Smith**



Smith. A motion was made by Mr. Turner and seconded by Ms. Critzer to reject the proposed Consent Order offer and extend a counter-offer to Mr. Smith wherein Mr. Smith admits to a violation of 18 VAC 130-20-180.D (Count 1) of the Board's 2003 Regulations, a violation of 18 VAC 130-20-180.D (Count 2) of the Board's 2003 Regulations, a violation of 18 VAC 130-20-180.E (Count 3) of the Board's 2003 Regulations, and a violation of 18 VAC 130-20-180.K.1 (Count 4) of the Board's 2003 Regulations, and agrees to a monetary penalty of \$250.00 for the violation contained in Count 1, \$250.00 for the violation contained in Count 2, \$250.00 for the violation contained in Count 3, and \$250.00 for the violation contained in Count 4, as well as \$150.00 in Board costs for a total of \$1,150.00. In addition, Smith agrees to complete an upper level Residential Appraisal Course. Such course shall be offered by a member provider of the Appraisal Foundation or from one approved by the Board. Such course shall be a minimum of 30 classroom hours and shall not be completed on-line. Upon successful completion of the course, Smith shall provide the Board with proof of passing the exam within 180 days of the effective date of the Order. It is acknowledged that satisfactory completion of the above-referenced education courses will not count towards any continuing education requirements for renewal of license or education to upgrade a license. If Mr. Smith does not accept the counteroffer within 10 days, the case will proceed to an Informal Fact-Finding Conference. The motion passed unanimously. Members voting "Yes" were Myers, Critzer, Mullins, Johnson, James, Pruitt and Turner.

As the Board member who reviewed the file, Ms. Quigley did not participate in the discussion or vote on this matter.

In the matter of **File Number 2008-04487, Stephen Mathew Smith**, the Board reviewed the Consent Order as seen and agreed to by Mr. Smith. A motion was made by Mr. Turner to reject the proposed Consent Order offer, and remand the case to an Informal Fact-Finding Conference, having no second the motion failed. A motion was made by Mr. Pruitt and seconded by Ms. Johnson to accept the proposed Consent Order wherein Mr. Smith admits to a violation of 18 VAC 130-20-180.K.1 (Count 1) of the Board's 2003 Regulations, and agrees to a monetary penalty of \$1,500.00 for the violation contained in Count 1, as well as \$150.00 in Board costs for a total of \$1,650.00. The motion passed unanimously. Members voting "Yes" were Myers, Critzer, Mullins, Johnson, James, Pruitt and Turner.

**File Number 2008-04487,**  
**Stephen Mathew Smith**

As the Board member who reviewed the file, Ms. Quigley did not participate in the discussion or vote on this matter.

In the matter of **File Number 2008-01472, Janine R. Leonard**, the Board reviewed the Consent Order as seen and agreed to by Ms. Leonard. A motion was made by Mr. Myers and seconded by Mr. Turner to reject the terms proposed within the Consent Order. The motion passed majority vote. Members voting "Yes" were Myers, Critzer, Mullins, Johnson, James and Turner. Member voting "No" was Pruitt. A motion was made by Mr. Turner and seconded by Ms. Critzer to extend a counter-offer to Ms. Leonard wherein Ms. Leonard admits to a violation of 18 VAC 130-20-180.D (Count 1) of the Board's 2003 Regulations, a violation of 18 VAC 130-20-180.E (Count 2) of the Board's 2003 Regulations, and a violation of 18 VAC 130-20-180.K.1 (Count 3) of the Board's 2003 Regulations, and agrees to a monetary penalty of \$250.00 for the violation contained in Count 1, \$250.00 for the violation contained in Count 2, \$250.00 for the violation contained in Count 3, as well as \$150.00 in Board costs, for a total of \$900.00. In addition, for the violation of Count 1, Leonard six (6) months suspension of license, due to the serious nature of the violations. If, Ms. Leonard does not accept the counteroffer within 10 days, the case will proceed to an Informal Fact-Finding Conference. The motion failed. Members voting "Yes" were Turner, Critzer and James. Members voting "No" were Pruitt, Mullins, Johnson and Myers. A motion was made by Mr. Pruitt and seconded by Mr. Myers to accept the terms as originally presented to Ms. Leonard. The motion was then withdrawn. A motion was made by Mr. Turner and seconded by Mr. James to reject the proposed Consent Order and remand the case to an Informal Fact-Finding Conference. The motion passed by majority vote. Members voting "Yes" were Turner, James, Critzer, Mullins and Johnson. Members voting "No" were Pruitt and Myers.

As the Board member who reviewed the file, Ms. Quigley did not participate in the discussion or vote on this matter.

In the matter of **File Number 2009-00106, Thu Anh Nguyen**, the Board reviewed the Consent Order as seen and agreed to by Mr. Nguyen. A motion was made by Mr. Turner and seconded by Mr. James to reject the proposed Consent Order offer and extend a counter offer to Mr. Nguyen wherein admits to (2 violations) of 18

**File Number 2008-01472,**  
**Janine R. Leonard**

**File Number 2009-00106,**  
**Thu Anh Nguyen**

VAC 130-20-180.D (Count 1) of the Board's 2003 Regulations, and (2 violations) of 18 VAC 130-20-180.E (Count 2) of the Board's 2003 Regulations, and agrees to a monetary penalty of \$500.00 for each violation contained in Count 1, \$500.00 for each violation contained in Count 2, as well as \$150.00 in Board costs for a total of \$2,150.00. In addition, for the violation of Counts 1-2, Nguyen agrees to complete a fifteen (15) hour USPAP course. The USPAP course shall not be completed on-line. Nguyen agrees to provide proof of attendance and successful completion within six (6) months of the effective date of the Order. It is acknowledged that satisfactory completion of the above-referenced courses will not count towards any continuing education requirements for renewal of license or upgrade of license. In addition, Nguyen is required to take an upper level Residential Appraisal course. Such course shall be offered by a member provider of the Appraisal Foundation or from one approved by the Board. Such course shall be a minimum of thirty (30) classroom hours and shall not be completed on-line. Upon successful completion of the course, Nguyen shall provide the Board with proof of passing the exam within six (6) months of the effective date of the Order. It is acknowledged that satisfactory completion of the above-referenced courses will not count towards any continuing education requirements for renewal of license or upgrade of license. If Mr. Nguyen does not accept the counteroffer within 10 days, the case will proceed to an Informal Fact-Finding Conference. The motion passed unanimously. Members voting "Yes" were Myers, Critzer, Pruitt, Johnson, Mullins, James and Turner.

As the Board member who reviewed the file, Ms. Quigley did not participate in the discussion or vote on this matter.

In the matter of **File Number 2008-00326, Long Xuan Ngo**, the Board reviewed the Consent Order as seen and agreed to by Mr. Ngo. A motion was made by Mr. James and seconded by Mr. Pruitt to accept the proposed Consent Order wherein Mr. Ngo admits to a violation of 18 VAC 130-20-180.D (Count 1) of the Board's 2003 Regulations, and agrees to a monetary penalty of \$500.00 for the violation contained in Count 1, as well as \$150.00 in Board costs, for a total of \$650.00. In addition, Ngo agrees to take an upper level Residential Appraisal Course. Such course shall be offered by a member provider of the Appraisal Foundation or from one approved by the Board. Such course shall be a minimum of fifteen (15) classroom hours and shall not be completed on-line. Upon successful

**File Number 2008-00326,**  
**Long Xuan Ngo**

completion of the course, Ngo shall provide the Board proof of passing the exam within 180 days of the execution of the Order. It is acknowledged that satisfactory completion of the above-referenced course will not count towards any continuing education requirements for renewal of license. The motion passed unanimously. Members voting "Yes" were Myers, Critzer, Pruitt, Johnson, Mullins, James and Turner.

As the Board member who reviewed the file, Ms. Quigley did not participate in the discussion or vote on this matter.

Ms. Quigley returned and assumed the position of Chair.

**Transfer of Chair**

The Board recessed from 12:37 P.M. to 12:54 P.M.

**Break**

Sharon Sweet, Education and Exams Administrator, addressed the Board requesting a volunteer from the Board as a representative in the selection of an examination vendor. Diane Quigley, Chair, volunteered to represent the Board on the Evaluation Committee.

**Administrative Issues**

Kevin Hoeft, Education Administrator, presented the Board with a copy a letter drafted to provide guidance for submitting appraisal assignments electronically. After review, a motion was made by Mr. Turner and seconded by Mr. Pruitt to accept the letter with amendments as a guidance document for licensees to use when submitting appraisal assignments electronically. The motion passed unanimously. Members voting "Yes" were Myers, Critzer, Pruitt, Johnson, Mullins, James, Quigley and Turner.

Pat Turner left the Board meeting at 2:25 P.M.

**Departure of Board  
Member**

Board member training was provided by Deputy Director, Mark Courtney.

**Administrative Issues**

There being no further business, the meeting adjourned at 3:05 P.M.

**Adjourn**

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Diane Quigley, Chair

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Jay W. DeBoer, Secretary

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